

Teach Yourself Visually Office 2016 (Teach Yourself VISUALLY (Tech))

Quickly and efficiently learn the latest version of Office Are you a visual learner who wants to spend more time working in Microsoft Office than trying to figure out how the programs actually work? Teach Yourself Visually Office offers you a straightforward, visual approach to making your work life more efficient and productive using the latest version of the Microsoft Office suite. Featuring visually rich tutorials and step-by-step instructions that will help you make the most of this power-packed suite of office productivity tools, it covers everything you need to compute, document, graph, chart, present, and organize your way to success in the workplace from the most basic to the most advanced. The Microsoft Office suite can be intimidating to the uninitiated, but it doesn't have to be. Through a series of easy-to-follow, full-color two-page tutorials, you'll quickly get up and running on working in Word, excelling at Excel, powering through PowerPoint, keeping in touch on Outlook, managing data in Access, and propelling your way through Publisher like a pro! * Highly visual tutorials and step-by-step screenshots make lessons easy to follow and understand * Helps you grasp the basic functions of Microsoft Office and beyond * Walks you through Microsoft Office's new features * Demonstrates how to use the Microsoft Office suite to make your work life more streamlined and effective Whether you're looking to discover what's new in the latest release of Microsoft Office or don't know Access from Word, this visual guide makes learning easy!

From the Back Cover

Are you a visual learner? Do you prefer instructions that *show* you how to do something and skip the long-winded explanations? If so, then this book is for you. Open it up and you'll find clear, step-by-step screen shots that show you how to tackle more than 225 Office 2016 tasks. Each task-based spread covers a single technique, sure to help you get up and running on Office 2016 in no time.

You'll learn to:

- Email with Outlook®
- Add and format text in Word
- Build spreadsheets in Excel®
- Create presentations in PowerPoint®
- Take and share notes with OneNote®

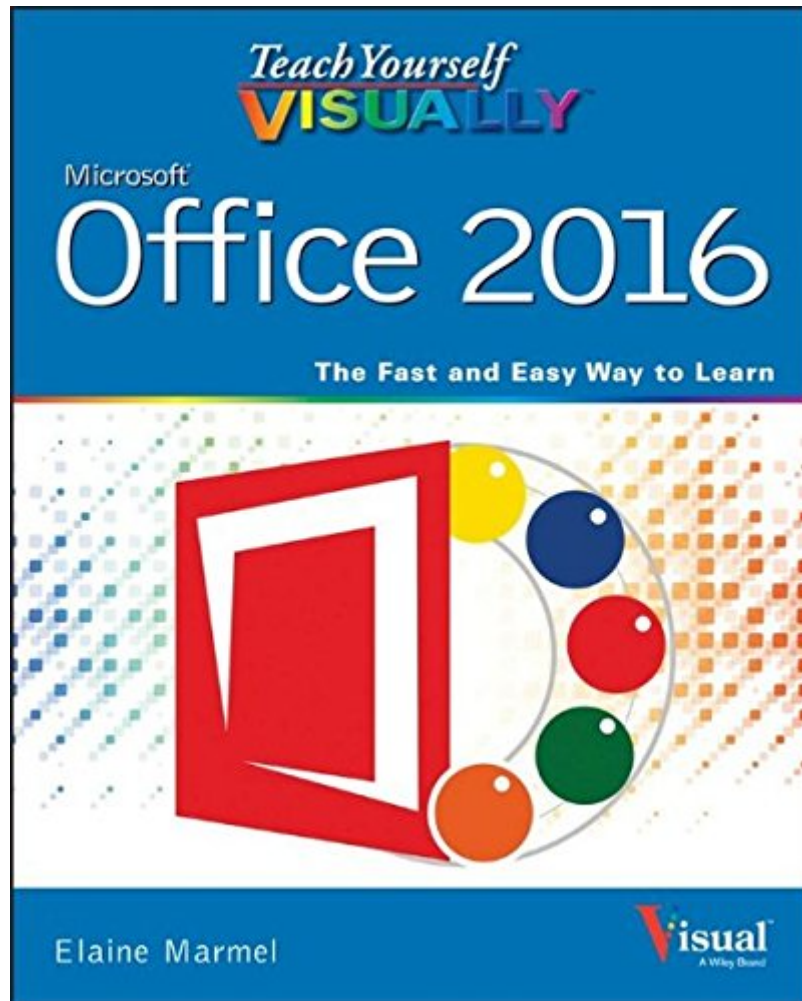
Designed for visual learners

- Two-page lessons break big topics into bite-sized modules
- Succinct explanations walk you through step by step
- Full-color screen shots demonstrate each task
- Helpful sidebars offer practical tips and tricks

- Amazon Sales Rank: #98170 in Books
- Brand: John Wiley & Sons Inc

- Published on: 2015-10-27
- Released on: 2015-10-27
- Original language: English
- Number of items: 1
- Dimensions: 9.00" h x .80" w x 7.20" l, .0 pounds
- Binding: Paperback
- 448 pages

Teach Yourself Visually Office 2016 (Teach Yourself VISUALLY (Tech)) por Elaine Marmel fue vendido por £19.23 cada copia.. Regístrese ahora para tener acceso a miles de libros disponibles para su descarga gratuita. El registro fue libre.



- Título del libro : Teach Yourself Visually Office 2016 (Teach Yourself VISUALLY (Tech))
- ISBN: 1119074770
- Autor: Elaine Marmel

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Teach Yourself VISUALLY PowerPoint 2016

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Texas School for the Blind and Visually Impaired (TSBVI)

Texas School for the Blind and Visually Impaired

My macOS: John Ray: 9780789757883: Amazon.com: Books

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Class Syllabus: PowerPoint 2016

PowerPoint 2016 is a presentation creator that can be used to create stunning slideshows and basic videos. It can also be used to create slide ...

Dixie Applied Technology College

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CTE/ROP Courses

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Amazon.com: iPhone For Dummies (9781119283133): Edward C ...

Set your iPhone to stun! Apple keeps packing more punch into the iPhone, and iPhone For Dummies has been the go-to guide for aficionados from the start!

2016

Logitech TrackMan Wheel trackball and WingMan Action Gamepad Review date: 2 August 2001. Last modified 03-Dec-2011. You used to know where you were with.

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